

**REPORT/RECOMMENDATION TO THE BOARD OF SUPERVISORS
OF SAN BERNARDINO COUNTY, CALIFORNIA
AND RECORD OF ACTION**

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May 20, 2003

FROM: MARY R. SAWICKI, Director
Department of Aging and Adult Services

**SUBJECT: AMEND CONTRACT WITH INLAND COUNTIES LEGAL SERVICES, INC. FOR
LEGAL SERVICES FOR SENIORS**

RECOMMENDATION: Approve Amendment No. 2 to Contract No. 01-488 with Inland Counties Legal Services, Inc. in the amount of \$152,000, increasing the contract from \$278,099 to \$430,099 to provide legal services to seniors from July 1, 2003 through June 30, 2004.

BACKGROUND INFORMATION: In response to the growing number of older people and their diverse needs, the Older Americans Act (OAA) of 1965 as amended, calls for a range of programs offering services and opportunities for older Americans. As the designated Area Agency on Aging, the Department of Aging and Adult Services (DAAS) has received funding from the OAA to provide these programs and opportunities to the oldest residents of San Bernardino County for the last 25 years. A portion of the OAA funds, Title III-B Supportive Services, is allocated to provide community based services, including legal services.

On March 6, 2001, the Board of Supervisors authorized the release of a Request for Proposals (RFP) to procure legal services for seniors. DAAS conducted a competitive procurement process in March 2001. The RFP was posted on the County Purchasing Internet site, advertised in nine local newspapers, and mailed directly to seven agencies. Inland Counties Legal Services, Inc. (ICLS) was the only agency to submit a proposal in response to the RFP. The RFP evaluation committee recommended ICLS for contract award.

On June 19, 2001, the Board approved Contract No. 01-488 in the amount of \$121,099 to provide legal services to seniors for Fiscal Year (FY) 01/02. Legal services provided under the contract included 5,048 hours of legal counseling and advice, brief services, information, referral and representation, and 100 hours of community education/training to a minimum of 1,500 seniors.

On June 18, 2002, the Board approved Amendment No. 1 to Contract No. 01-488, awarding an additional \$5,000 to provide an additional 200 hours of legal services in FY01/02 and awarding \$152,000 to provide 6,080 hours of legal services to 1,800 seniors in FY02/03.

Approval of Amendment No. 2 will award \$152,000, allowing Inland Counties Legal Services, Inc. to continue to provide legal services to San Bernardino County seniors from July 1, 2003 through June 30, 2004 at service levels similar to FY02/03.

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REVIEW BY OTHERS: This contract has been reviewed by the Senior Affairs Commission on March 19, 2003; HSS Contract Compliance (Lori Ciabattini, Administrative Supervisor) on April 2, 2003; and the Office of County Counsel (Phebe W. Chu, Deputy County Counsel) on April 9, 2003. The item has been reviewed by the County Administrative Office (Gary Morris, Administrative Analyst) on May 7, 2003; and by HSS Finance (Kristin Letterman, Administrative Manager) on May 8, 2003.

FINANCIAL IMPACT: Adequate appropriations and revenues of \$152,000 have been included in the proposed FY03/04 budget. Approval of this action will increase the contract by \$152,000 from \$278,099 to a new total contract amount of \$430,099. This program is Federally, State, and local funded. The County match requirement is met through Realignment revenues and the in-kind contributions of participating contractors. There are no additional local costs.

Cost Reduction Review: The County Administrative Office has reviewed this agenda item and recommends this action because the program is primarily funded by Federal and State revenue sources that are not subject to State budget reductions.

SUPERVISORIAL DISTRICT(S): All

PRESENTER: Mary R. Sawicki, Director, Department of Aging & Adult Services, (909) 891-3917